

RESUME

Ms. Swati Tukaram Bakkam Email: swatibakkam@gmail.com Mobile No: + 91 8369278127

CAREER OBJECTIVE:

Looking forward a challenging and enriching role in the field of Purchase/Procurement and strengthen the organizational performance that drives towards profits.

CARRER SUMMARY:

- * B.Sc (Chemistry), Post Graduate Diploma in Material & Logistics Management, PG Diploma In Foreign Trade.
- * Organized Purchase Manager with 9+ years of work experience in reducing cost & making quality material available. Responsible for overall purchasing requirements of the company at best price & at favorable terms.
- * Strong in Sourcing, Negotiating, communication skills, Vendor Development and Management.
- * Ability to work independently/Team player, Habitual to work under pressure, Critical Thinker, Strong decision-maker, Proactive, self motivated.
- * Hands on experience on working with Tally.ERP9 tool.

WORK ACHIVEMENTS:

- * Consistently reduced purchase cost for materials by strong negotiation skills.
- * Consistently reduced purchase cost for materials by finding out alternate materials and vendors /suppliers.

WORK EXPERIENCE:

ORGANIZATION -: M/s. **Fine Finish Organics Pvt Ltd.** (Manufacturer of Epoxy paint, Resin, Varnish etc.)

DESIGNATION -: **Purchase Manager**

DURATION -: **September 2011 to December 2020 (9+ Years)**

KEY RESPONSIBILITIES

- * Purchase bulk Raw materials (chemicals) that required for manufacturing of epoxy paint, resin & varnish.
- * Purchase Packaging materials (Carboy, MS Tins & drums, Plastic bottles & drums, Corrugated Boxes etc.), Capital equipment's, Electronics & Electrical items, Engineering items etc.
- * Identify reliable vendors and get quotations. Evaluate received offers and make comparative statements.
- * Negotiate on pricing and other terms. Make purchase order and followup continuously to get timely delivery.
- * Evaluate and authorize goods receipt note (GRN) and ensure adherence to quality.
- * Manage day to day interactions with suppliers/vendors for pricing of purchase of material, delivery related issues and any other things and serve as a central point of contact for all suppliers/vendors/internal people.
- * Ensure quality, timely delivery and cost effective procurement.
- * Prepare reports on made purchase, MIS report etc.
- * Comply with purchasing procedures and SOP.
- * Vendor evaluation and rating. Cost reduction by vendor development & developing an alternative material.
- * Look after Annual Maintenance Contract renewal as per user requirements.
- * Maintain purchase process for detailed information on ordered and received materials.
- * Ensure that all the bills are logged at accounts & co-ordinate for timely payments & resolve issues if any.
- * Co-ordinate with quality department for material inspection and new develop material sample approvals.
- * Develop and implement purchasing strategies for cost saving / cost reduction.
- * Face internal as well as external ISO 9001:2015 audits.
- * Build and maintain strong relationships with vendors/suppliers.
- * Understand and report to the higher management about market trend for key materials.
- * Ensure, continuous production activities by uninterrupted supply of material. Look after inventory control.

* Source for new suppliers / vendors when the need arises. Also do the other assign task if any.

COMPUTER LITERACY:

Microsoft office (Word, Excel, Power Point), Internet Savvy, Microsoft outlook.

AREA OF INTEREST:

Chemical, Pharmaceutical, Petrochemical, Engineering items, Electrical, Plastics, Rubber, Paint, Construction, Machinery, Costing, Raw material, Packaging material, Any other type of Purchase.

EDUCATIONAL QUALIFICATION:

- ◆ 1998-99 : S.S.C (Maharashtra Board) : 60.66%
- ◆ 2003-04 : Bachelor of Science (Chemistry) / Mumbai Univ/ Bapusaheb Deshpande Science college : 52%
- ◆ 2005-07 : Master of Marketing Management / Prin. N.G. Naralkar Institute Pune : 50.42%
- ◆ 2008-09 : Post Graduate Diploma In Foreign Trade / Garware College Pune : 56.58%
- ◆ 2010-11 : Post Graduate Diploma In Material and Logistics Management / S.N.P.B College Pune : 55.4%

PERSONAL DETAILS:

- **Communication address :** Panvel, District:- Raigad, 410206, Maharashtra, India.
- **Date of Birth:** 22nd July 1983.
- **Nationality:** Indian.
- **Sex:** Female.
- **Hobbies:** Internet surfing, Playing and watching Cricket, To see new places etc.
- **Language Known:** English, Marathi and Hindi.

I hereby declare that above-mentioned information is correct to the best of my knowledge and belief.

Date:

Ms. Swati Tukaram Bakkam